

June 29, 2021

U.S. Embassy Podgorica  
Dzona Dzeksona #2  
81000 Podgorica

Dear Prospective Quoter:

**SUBJECT: Solicitation Number 19MJ1921Q0003 - Video Conferencing System (INL donation)**

The U.S. Embassy Podgorica invites you to submit a quotation for Video Conferencing System for Centre for Training in Judiciary and State Prosecution in Podgorica.

If you would like to submit a quote, follow the instructions set out in Section 3 of the attached Request for Quotations (RFQ) and complete the required portions of the attached document. The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in competitive range if there is a need to do so. You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors regarding price quotations to be submitted. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Direct any questions regarding this solicitation in writing and in English exclusively to the following e-mail address: [PodgoricaSolicitations@state.gov](mailto:PodgoricaSolicitations@state.gov) **no later than 16:00h (CEST) on July 14, 2021. Questions will not be accepted after this date.** Answers will be posted on Embassy web page where the solicitation is publicized. It is your responsibility to monitor the web page for any new information which may be posted until the solicitation response date.

It is advised that you register in the System for Award Management (SAM) by the time you submit your proposal. **Proposals from companies not registered in SAM at the time of the award will be disqualified.**

Instructions on how to apply for DUNS number and to register in SAM are available at this web page: <https://sam.gov/SAM/pages/public/help/samUserGuides.jsf> .

Proposals/Quotations should be submitted in electronic format and must be submitted **via email only** to [PodgoricaSolicitations@state.gov](mailto:PodgoricaSolicitations@state.gov). **Quotes submitted to any other email address will not be considered.**

Quotations are **due by 16:00h local time (CEST) on July 30, 2021** and will not be accepted after this date. All responsible sources may submit response which, if received on time, shall be considered.

Sincerely,

Renee Cummings

Contracting Officer

**Enc: Solicitation Number 19MJ1921Q0003**